



Indiana Department of Education

End-of-Course Assessments

To: Corporation Test Coordinators

From: Michele Walker, Director of Student Assessment

Date: February 16, 2009

Re: A3 Testing Information

This communication is being sent to all CTCs regarding the spring administration of the Indiana End-of-Course Assessments. This memorandum will provide the necessary information regarding:

- Completing the Registration Process
- Paper-and-Pencil Deadline
- Data Collection and Student Information
- Web Training Registration

Completing the Registration Process

Below is the Web address that you will need to access the *Questar* iTester Admin site for the End-of-Course Assessments. You will use the same username and password information that you received in November. If you don't have this information, please call *Questar* ECA Customer Support at 877-424-0322.

- Web Address: <http://ineca.questarai.com/admin>

CTCs are required to assign a School Test Coordinator for each school. If you haven't done so, please enter STC information for each school.

Enrollment counts for A3 End-of-Course Assessments are entered on the CTC Registration page. Please see the attached Quick Reference Guide for step-by-step instructions for the Registration process.

Paper-and-Pencil Deadline

Registration for all content areas administered in paper-and-pencil **MUST** be completed by **February 27, 2009**. These counts will determine the amount of materials shipped to your corporation for testing.

Large Print and Braille Enrollment

An email about ordering Large Print and Braille versions of the test will be coming soon. If you have questions, please contact *Questar* ECA Customer Support at ECASupport@questarai.com or 877-424-0322.

Data Collection and Student Information

The Data Collection window for A3 is March 16 – March 27, 2009.

Student information provided in the barcode data files for the A3 administration will be available in iTester on Monday, April 6. At this time, students can be added or updated in iTester as needed for A3. Note: A student must be entered into the system before he/she can test.

Students not included in the Data Collection files will need to have their information transmitted to Questar by:

- **Manually adding the student information (online testing)**
- **Completing the student demographic page (pencil/paper testing)**

Web Training Calendar for A3

Audience	Test Format	Date	Time
CTC	All	Tue., March 10	8:30 am - 9:45 am
CTC/STC	Online	Tue., March 17	3:00 pm - 4:15 pm
		Tue., April 7	
CTC/STC	Pencil/Paper	Thur., March 19	3:00 pm - 4:15 pm
Teacher/Test Examiner	Online	Thur., April 9	3:00 pm - 4:00 pm
		Tue., April 14	7:00 am - 8:00 am
		Tue., April 21	3:00 pm - 4:00 pm
Teacher/Test Examiner	Pencil/Paper	Thur., April 16	3:00 pm - 4:00 pm

Web Training Registration

To register yourself and your staff for a Web Training Session, please send the following information for each participant via **e-mail** to ECASupport@questarai.com, or call Questar ECA Customer Support at 877-424-0322. **Note: If multiple people will be joining in on the same training under one login, indicate which person will be the lead contact and should be responsible for receiving the registration information.**

1. Date of Session
2. Participant's name
3. School name
4. E-mail address
5. Telephone number

Specific details on the web training site and login information will be sent several days prior to the web training.

Below is the testing calendar for the remainder of the 2008-2009 school year.

Admin. Window	Testing Dates	Online Registration Deadline	Student Info Available in ITester	Delivery Method: Content Area
A3	May 4 – June 3, 2009	P/P: Feb. 27, 2009 Online: May 1, 2009	April 6, 2009	Online & P/P: Algebra I, Biology I & English 11

Additional Information

Indiana ECA Computer-Based or Paper-and-pencil Testing Related Questions:

Questar ECA Customer Support

Phone: 877-424-0322

Email: ECASupport@questarai.com

Indiana End-of-Course Assessment Related Questions and General Information:

IDOE's ECA Help Desk

Phone 317-232-9050

Email: ECA@doe.in.gov

Core 40 End-of-Course Assessment Web site:

www.doe.in.gov/core40eca

Note: For future reference, this memorandum will be posted at <http://doe.in.gov/core40eca/welcome.html>